

**The Brookfield Library  
Board of Trustees Meeting  
Wednesday, January 7, 2015  
7:30 p.m. upstairs in the library  
DRAFT**

**1. Call to order**

**Present:** Chairman B. McIlvaine, Vice Chairman J. Voris, T. Coleman, M. Jaffe, C. Lasser, I. Parris (arrived at 7:34 p.m.), A. Smolnik, C. Cumberton (New Library Committee) arrived at 7:34 p.m., Library Director A. Barney, Community Development Director K. Daniel, E. Lazorchak – High School Liaison

**Absent:** J. Barbosa

The meeting was convened at 7:30 p.m. by Mrs. McIlvaine.

**2. Public Comment**

None.

*No public comment.*

**3. Correspondence Received**

Mrs. Barney read a letter from Peter Fletcher, Guitarist, thanking the library for the opportunity to perform in a recent concert. The letter will be attached to the Minutes.

*Thank you letter received from concert performer (attached)*

**4. Additions to the Agenda**

Mrs. McIlvaine advised that Community Development Director Daniel will share information in the “New Library Committee” section of the agenda.

*CDD Daniel to speak re: New Library Committee*

**5. Approval of Minutes of December 10, 2014 – Mrs. Lasser moved to approve the Minutes of the December 10, 2014 meeting. Mrs. Coleman seconded the motion, and it carried, 5-0-1, with Mr. Voris abstaining.**

*12/10/14 Minutes approved*

**6. Treasurer’s Report** – C. Lasser sent the Library Investment Fund report electronically today, but there were some formatting issues. She noted the account balance has reached a level which will result in lower management fees. Mrs. Barney provided hard copies of the report. Mrs. Lasser has invited the account manager, T. McIntyre, to the February or March Library Board meeting.

*End-of-year report shared*

*Fund manager to speak at February or March meeting.*

*I. Parris and C. Cumberton arrived at 7:34 p.m.*

**7. Director’s Report** – A written report has not yet been compiled for the previous month. A. Barney reported that the parking lot lights are expected to be installed and operating by end of next week. The Library is listed as a Town warming shelter. The sink in the men’s bathroom downstairs fell off the wall and had to be replaced. Lastly, the staff copier is broken beyond repair; parts are no longer available for that model. Mrs. Barney is working with the Town’s Information Technology Director to obtain a replacement, and a final price will be forthcoming.

*Parking lights to be installed  
Library is warming shelter  
Sink replaced*

*New staff copier forthcoming*

A financial report of first six months of the fiscal year was provided to Board members for their review. There were no questions or comments.

*Financial report of past 6 months provided*

**8. Old Business**

**a. 2015/16 Library Budget** – Mrs. Barney noted that this year’s budget is due 1/9/15. As directed by the Library Board, she has included a request for an additional 25-hour/week staff person for the Checkout Desk. The materials budget increase is due to the new Hoopla streaming service. Mrs. Barney noted that its use has slightly increased steadily each week. Additionally, the automated services budget was slightly increased due to the Ninite Pro service, an automatic software updater. Mrs. Lasser referred to the discussion at the last meeting, noting that staff salaries are comparable to those of other area libraries. Other items in the budget are income and operating expenses.

*Proposed budget increases related to additional check-out desk employee, Hoopla, and software updater*

The Technology Capital expense of \$10,000 is an annual item through 2020 for computer replacements. Lastly, there are requests for \$10,000 to conduct a survey regarding the new library, and to conduct a study regarding installation of an elevator. **Mr. Voris moved to approve the proposed 2015-2016 Library Budget with capital submissions. Mrs. Jaffe seconded the motion, and it carried unanimously.**

*Annual increase for computer replacements;  
Survey re: new library, and study re: elevator costs*

*Proposed budget approved*

**b. New Library Committee** - K. Daniel was present to discuss the results of the Envision Brookfield survey. She indicated that there were forty total responses to the library section, and shared a spreadsheet summarizing the results. She will send a copy to Mrs. Barney for attachment to the Minutes. Ms. Daniel also shared another sheet of “free-form” comments. She is gathering input regarding a range of topics to assist in drafting a new Plan of Conservation and Development (POCD). She noted that she would welcome input from the high school student population. Ms. Lazorchak suggested creating a Google survey. Mr. Voris inquired if the focus of the Four Corners development was to attract young professionals, and there was discussion regarding affordability as the main driving factor. Ms. Daniel added that the Envision Brookfield website will remain available, and Mrs. McIlvaine requested that any updates that are received be shared with the Board. Ms. Daniel added that the POCD draft must be completed by the end of March. She will incorporate as much feedback as possible from the New Library Committee, the Envision Brookfield survey, and Planning Commission comments. Mrs. Coleman offered to post the Envision Brookfield information on the Center, Huckleberry, and Whisconier school websites.

*Envision Brookfield results shared (attached)*

*New Plan of Conservation and Development being drafted for March deadline- feedback sought*

*Envision Brookfield comments ongoing*

Ms. Cumberton added that Mr. Kurfehs has advised her that the requirement for a commercial use on the first floor in the Four Corners/Town Center District will not include sites that do not front Federal Road. There was discussion regarding an environmental clean-up from a dry cleaning business in the area.

It was noted that the potential development site for the Library is near Peter’s Imports to Alexander’s Restaurant. Ms. Cumberton added that Mr. Kurfehs is willing to talk to the Library Board. There was discussion regarding whether the presence of the Library would draw people to the Four Corners’ area. Ms. Cumberton inquired of the Board if any members were opposed to locating the Library at the Ptak/Town Hall property, and none were.

*Updated on Four Corners provided*

*Possible new library locations*

c. **Logo Design** – Mrs. Barney shared the library logo as approved by staff. She noted it will “size down well”. The design was met favorably. Mr. Voris inquired if the logo was copyrighted, and Mrs. Barney will check with the graphic designer.

*Library logo reviewed*

d. **Interior renovations** – Mrs. Barney is expecting one last quote regarding the wiring proposal this week. She is meeting with Mrs. VanLeeuwen and Ms. Doyon tomorrow regarding furniture.

*Wiring proposals being obtained; furniture to be discussed*

e. **Library credit card** – The credit card has been approved and is in transit. After discussion, it was decided that a policy will be developed; the policy will prohibit personal use, and only allow purchases of items not available by purchase order. She will draft a policy and bring it to the next Library Board meeting.

*Credit card approved; policy language re: use forthcoming*

f. **Bylaws Revision: Correspondence** - Mrs. Coleman again noted that the only Town board that mentions the handling of correspondence in its by-laws is the Board of Finance. She has looked to see if other library boards address it in their by-laws, but did not find any. Mrs. Coleman suggested that the Library Board adopt language similar to that of the BOF.

*By-laws language re: correspondence to be drafted*

*C. Landelius arrived at 8:13 p.m.*

**Mrs. Jaffe moved to adopt language addressing correspondence into by-laws, similar to the language utilized by the Board of Finance. Mrs. Parris seconded the motion, and it carried unanimously.**

## **9. New Business**

a. **Charge to Nominating Committee: Slate of Officers to be elected at February meeting** – Mrs. Jaffe and Mrs. Parris to serve as Nominating Committee. **Mr. Voris moved to recommend C. Cumberton as a replacement for Mrs. Coleman. Mrs. Parris seconded the motion, and it carried.** Mrs. McIlvaine will send a letter of recommendation to the Board of Selectmen with Mrs. Cumberton’s vitae.

*Nominating Committee to offer slate of officers at February meeting.*

**10. Announcements** – Mrs. Barney showed several charts she received from the State Library. There was discussion regarding the annual statistical report to State Library, which is required in order to receive the \$1200 State Aid to Public Libraries Grant. Mrs. Barney will send a link to the State Library survey to board members.

*State Aid to Libraries Grant*

It was noted it will not be necessary to have a meeting on 1/28/15. The next regular meeting will take place on the 4<sup>th</sup> Wednesday of February (February 25, 2015).

*No meeting 1/28/15; next meeting 2/25/15.*

**Adjourn** – Mrs. Jaffe moved to adjourn the meeting at 8:30p.m. Mrs. Landelius seconded the motion, and it carried unanimously.

Respectfully submitted,

Dawn Cioffi, Recording Secretary